



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: AWARE LEA Project Manager

****Re-Advertise****

OPEN: June 3, 2022

EXEMPT: No

SALARY: (9/10) \$25.09-\$34.84 p/h DOE

SHIFT: Day

LOCATION: Behavioral Health

DURATION: Regular Full-Time

Grant Ends: 09/29/2023

CLOSES: Until Filled

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: Project AWARE

SUPERVISOR: Project AWARE Co-Coord./Director

VACANCIES: 2

JOB SUMMARY: The LEA (Local Education Agency Project Manager) is an important role for implementation of services provided by the AWARE and Lummi Behavioral Health within the Local Education Agencies and surrounding Lummi Community to support and identify school aged youth and their families. An important part to expand a child's mental health is connecting youth, families, schools, and community, to increase engagement and involvement in the promotion of wellness. The AWARE LEA Project Manager position will be primarily based within an assigned school district. The AWARE LEA Project Manager will coordinate and/or provide training, outreach, crisis response, connection to resources and referrals, and direct services to school-aged youth and families within an evidenced-based, culturally competent, developmentally appropriate framework. The AWARE Project Manager will serve as the liaison and coordinator between the assigned school district and counseling, cultural, and case management services provided by Lummi Behavioral Health staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

School-based Project Management:

1. Participate in Project AWARE efforts, aligning with Systems of Care core values and principles, to reinforce mental health wellness and culture to school aged youth and families of the Lummi Nation and other tribal communities.
2. Conduct outreach and engagement with school-aged youth and their families with complex emotional, medical, and/or learning needs, to identify, coordinate treatment and wellness goals consistent with Systems of care approach, utilizing family and cultural driven wraparound service model.
3. Connect with families, schools, and communities to increase engagement and involvement in planning and implementing school and community programs for school-aged youth.

4. Provide assistance to school-aged youth to develop skills that will promote resilience and promote pro-social behaviors; avert development of mental and behavioral health disorders; and prevent youth violence.
5. Identify resources, community-based programs and services for school aged youth and families (systems of care and wraparound approach) when receiving referrals for peer counseling, mental health services; including but not limited to housing, medical care, health insurance, employment resources, educational development, and after school programming to meet the basic needs of clients and enhance level of functioning.
6. Participate in confidential case review discussions as part of the Project AWARE coordination of care assignment process. Participate in planning and implementing evaluation activities to track access and outcomes for youth and their families.
7. Work directly with tribal youth and families with complex emotional, medical, and/or learning needs to achieve treatment and wellness goals using a culture driven wraparound service model.
8. Maintain an electronic database for referrals and resources.
9. Support the AWARE team in the development of integrated systems that create safe and respectful environments for learning and promotion of mental health of school-aged youth.
10. Participate, identify, and support the social marketing, project evaluation and improvement plans related to the ongoing provision of services by the Project AWARE and BH to implement important public education and outreach activities to youth and their families.

Licensed Mental Health Provider:

1. Provide culturally appropriate individual and group mental health treatment services, to school age youth and families using an individual strength-based approach.
2. Use an evidenced based practice therapeutic model in the delivery of services. i.e., Trauma focused, Cognitive Behavioral Therapy, and Motivational Interviewing practices based on client individual needs.
3. Provide appropriate and timely referral assistance to clients whose needs are beyond the scope of practice and require more specialized services. Referrals will be coordinated with the AWARE Admin. And BH Admin.
4. Provide consultation with client family members and other service providers within the Lummi Nation Community or in the broader community consistent with the client's wishes or needs.
5. Comply with the provisions of the Lummi Behavioral Health treatment manual for consistency in documentation, programmatic processes, and standardization.
6. Act as a primary care clinician or work as a clinical team for assigned clients.
7. Standardized practices for services include obtaining:
 - a. Obtain signed Informed Consent from client and verbally review with client
 - b. Complete mental health assessment.
 - c. Create an individualized treatment plan utilizing the client's voice.
 - d. Develop crisis plan if necessary.
 - e. Submit electronic health progress notes according to BH policy and WAC standards
 - f. Maintain client records ensuring mental health assessments, treatment plans, progress notes are completed within times required.
 - g. Actively close out files when clients' complete services or discontinue access to services
 - h. Provide support for other team members and their clients during scheduled work hours or when clinicians are on leave.
 - i. Attend weekly clinical staffing meetings for administrative and group supervision

MINIMUM QUALIFICATIONS:

- Master's degree in psychology, Education, Counseling, Social Work, or Behavioral Science from an accredited college or university, preferred. **Bachelor's degree minimum.**
- Washington State Licensure as a mental health provider OR
 - **Willingness to obtain Agency Affiliated Credential within 90 days of hire.**
- Documented experience working with children, youth, adults, and families.
- Must have basic computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to learn on the job and willing to participate in relevant job training opportunities as identified.
- Knowledge of HIPAA rules and regulations.
- Knowledgeable in mental health performance standards.
- Knowledgeable in addictions treatment and co-occurring problems.
- Knowledge of local resources available to Lummi youth and families.
- Good communication and listening skills.
- Knowledge of treatment-integrated understanding of historical trauma and cultural values.
- Knowledgeable about HIV/AIDS and sexually transmitted diseases.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must have CPR and First Aid certification within 30 days of hire.
- Experience working with Native American children and their families *preferred*.
- Must be accepting and respectful toward clients and staff.
- Must be flexible and able to work nights and weekends.
- Must be willing to travel and participate in trainings as necessary.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.